AIM

Achievement in Montana

Montana's State Student Information System

2007-2008 Overview

September 20th – 28th

OPI **Montana Office of Public Instruction**
Linda McCulloch Superintendent   www.opi.mt.gov

Purpose of AIM

- Uniformly track student demographic, enrollment, program participation and assessment data

- Fully integrated special education record management system

- Provide tools for streamlining the accurate exchange of student related data between school district and OPI

Data Quality

Decisions made from the classroom to the principal's office to the state legislature depend on the quality of the data that is collected and reported.

Data Quality

- Building quality data is a process that involves:
    - Accuracy
    - Security
    - Utility
    - Timeliness

- Consistent data provides a more accurate picture of our successes and needs

    Data is used in calculating Adequate Yearly Progress, American Indian Achievement Payment, creating test labels, graduate and dropout rates, legislative data requests, and Federal reporting of enrollment, attendance, graduation, Title I, and everything else. Eventually state funding for ANB.

AIM Student Data Collection Schedule

Beginning of Year Collection   *Sep. 1, 2007 to Oct. 23, 2007*

– Enter graduation data for grade 12 or UH students for the 06-07 school year
– Run Graduate Filter/Report and verify accuracy of data
– Run Dropout Filter/Report and verify accuracy of data
– Enter calendar start and end date for each school
– Assign state IDs to new students
– Locate state IDs for transfer students
– Enter enrollment record for each student for 07-08 school year
– Enter program participation data for each student enrolled in the district

Fall Attendance Collection   *Oct. 1, 2007 to Oct. 23, 2007*

– Enter fall attendance information for each student enrolled on October 1, 2007
– Enter Job Corps Participants

Assessment Registration Collection   *Jan. 1, 2008 to Jan. 31, 2008*

– Enter/modify enrollment records for all students that have entered or exited since last data entry
– Run Enrollment Status or Summary report and verify accuracy of data
– Enter program participation data for each student enrolled in district
– Enter test sort data field

AIM Student Data Collection Schedule *continued*

Spring Attendance Collection   *Feb. 1, 2008 to Feb. 15, 2008*
- Enter/modify enrollment records for any students that have entered or exited since last data entry
- Run Enrollment Status or Summary report and verify accuracy of data
- Enter spring attendance information for every student enrolled on February 1

Program Participation Collection   *Mar. 1, 2008 to Mar. 26, 2008*
- Enter/modify enrollment records for any students that have entered or exited since last data entry
- Verify and/or enter Program Participation data for every student enrolled on March 12, 2008

Test Window Attendance Collection   *Mar. 1, 2008 to Mar. 26, 2008*
- Update Enrollment records
- Enter aggregate hours and attendance data for every student enrolled on March 12, 2008

Career and Technical Education Collection   *Apr. 1, 2008 to June 6, 2008*
- Identify CTE concentrators and enter career path data

End of Year Collection   *May 12, 2008 to June 25, 2008*
- Enter/modify enrollment records for students that have entered or exited
- Enter enrollment end date and end status for all active student enrollment records
- Enter graduation data for grade 12 or UH students for the 07-08 school year

Login ID and Passwords

- Assigned to the district Authorized Representative
  - Responsible for designating who in the district has access to the system
- Not given out via phone, email or fax

Help - contact OPI's Help Desk at 444-3448

Security and Confidentiality

- MT Dept of Administration infrastructure
- Browser-level encryption
- Strong passwords
- Personally identifiable information secure
- No data taken or stored off-site

Accomplishments

- State IDs assigned to all students receiving public education services
- Register students for state CRT assessment
- Data regarding disaggregated sub-groups used in AYP calculations
- Developed an OPI policy for Student records Confidentiality
- Eliminated aggregated enrollment counts in ADC
- Developed MT specific training materials
- Completed specifications for special education data collections and compliance monitoring process
- Completed specifications for the AIM Montana Edition provided to all districts at no cost
- Used student level data from AIM to produce reports on the status of K-12 schools and districts in making AYP

New for Fall 2007

- Collection Schedule
- Data Dictionary
- Training Materials
- Web Site Re-Design
- New Kindergarten Grade Levels
  - KH Half-time Kindergarten program
  - KF Full-time Kindergarten program
- Changes to End Status Codes
- Changes to Aggregate Hours Code Values

AIM Web Page

http://www.opi.mt.gov/AIM/Index.html

Coming Up Next

- December Mid-Year Release
- AIM Montana Edition
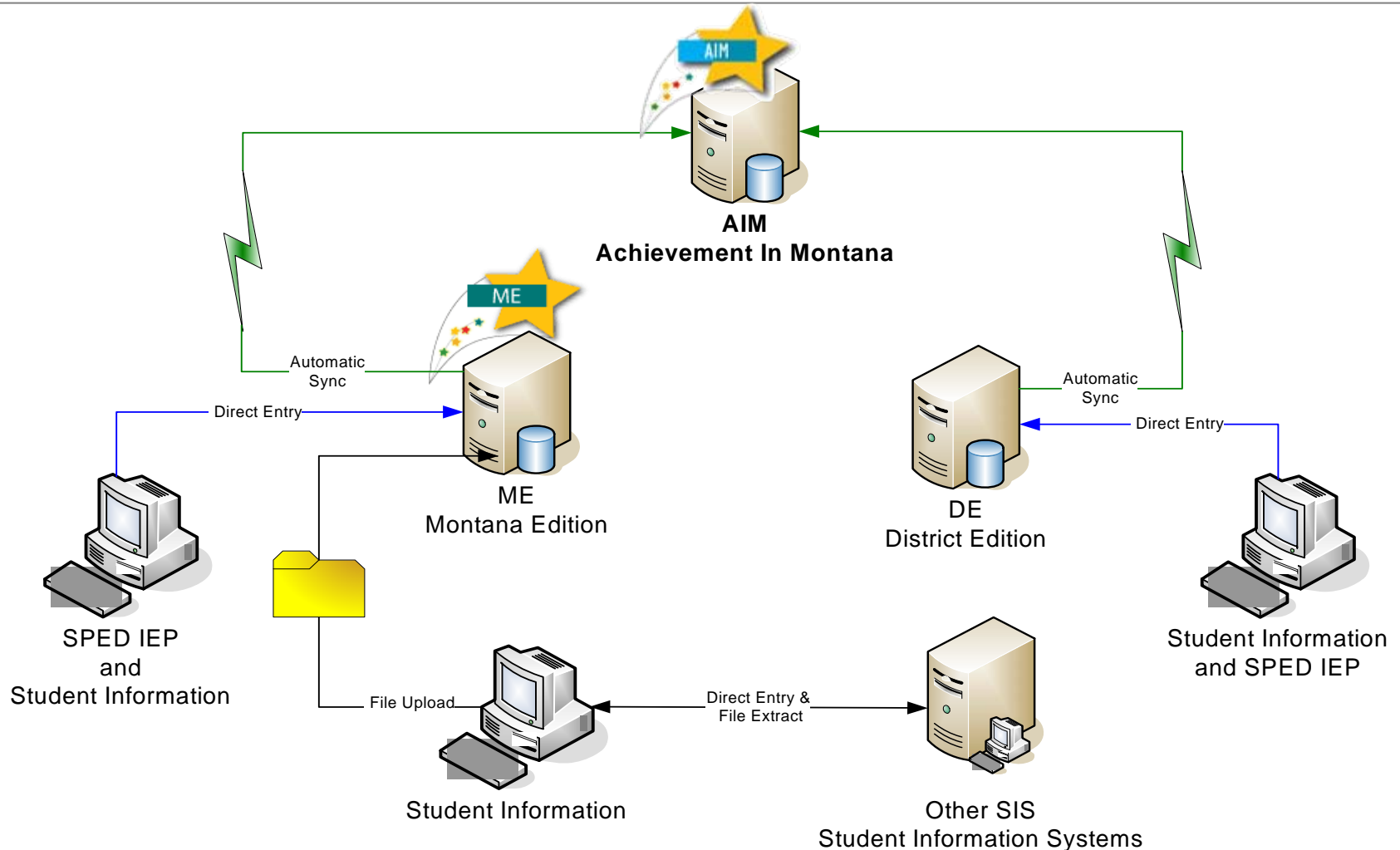- Special Education Module
- 08-09 School Year Release

Mid-Year Release Changes

- Re-ordered fields in file upload formats
- Fall and Spring Attendance Collections
- CTE Collection
- Graduation file upload
- Additional validations on direct entry and file uploads
  - Removed null values
- New Data Elements
  - LEP (1st Identified and Proficient dates)
  - Part B Early Intervening Services
  - Supplemental Educational Services
  - Neglected and/or Delinquent Services
  - Sort Field
  - Exclude ANB – 10 Day Absent
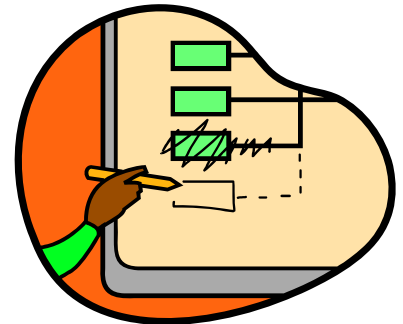
Montana Edition

Montana Edition

- Direct sync to AIM State Edition
- Provided by the OPI to all schools
- Necessary for Special Education Module
- Schools responsible for security and user access
- Fully functional SIS
- Can continue to use local SIS
 - Will import student data to AIM ME instead of AIM State Edition

Montana Edition

- ## Pilot schools
  - Schools that want to adopt ME as only local SIS
- ## Roll out to all schools *planned* for January thru April
  - 2 Day Core trainings – System Admin, Census
  - 1 Day Special Education
  - Additional Features Trainings on Scheduling, Courses, Attendance, etc. will be offered
    - Web-ex, some regional sites if enough participants
- ## Web page dedicated to rollout of Montana Edition

Special Education Records Module

- Support teachers in completing and maintaining required paperwork

- Compliance with State and Federal reporting requirements

- Help teachers manage special education work flow and timelines

- Assist with data collection of student and staff information

- Provide tools for analysis and reporting

- Provide documentation used when billing Medicaid

- Enhance communication between schools and parents
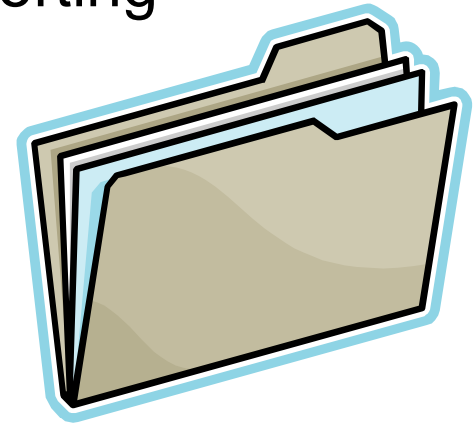
Example of Editor Screen

Anderson, Allison S
Grade:**09** #**18** DOB:**08/06/1991** Gender:**F**

Summary | **Team Members** | **Documents** | **Contact Log**

💾 Save 📋 Save & Continue ✖ Delete 🖨 Print 📄 New Plan Goal

Plan Outline mtIEP
- Education Plan
- Enrollment Status
- Student Demographics
- Parent/Guardian Demographics
- Strengths / Concerns / Interests
- Team Meeting
- Special Considerations
- Transition Plan
- Postsecondary Goals
- Transition Service Needs
- Needed Transition Services
- Outcome Measures
- **Academic and Functional Goals**
- Reporting Progress
- SPED Services
- Program Participation
- Supplementary Services
- Dist-Wide Assessments
- Extended School Year
- Accessibility and Responsibilities
- High School Graduation
- IEP Signature Page

Annual Academic and Functional Goals and Modifications

Goal Editor

Name:

Service Area of Need:

Describe the academic, developmental and functional strengths and needs of the student and how the disability affects involvement and progress in the regular curriculum or, for preschool children, involvement in appropriate activities. Test scores alone are insufficient.

Describe academic and functional goals to meet the student's identified needs and enable the student to be involved in and make progress in the regular education curriculum. Clearly specify the desired level of achievement.
Measurable Annual Goal: 🗀

This goal will be part of an Extended School Year service: ☐
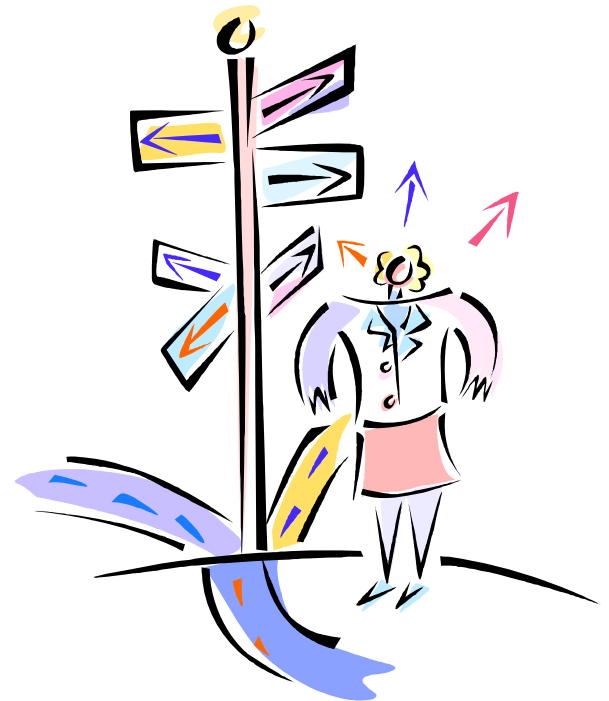
Special Education Module

- OPI continuing to test and work with IC to develop a product specific to Montana's reporting and compliance monitoring needs

- Removed mandated use date of 12/1/07
  - Will likely be 12/1/08
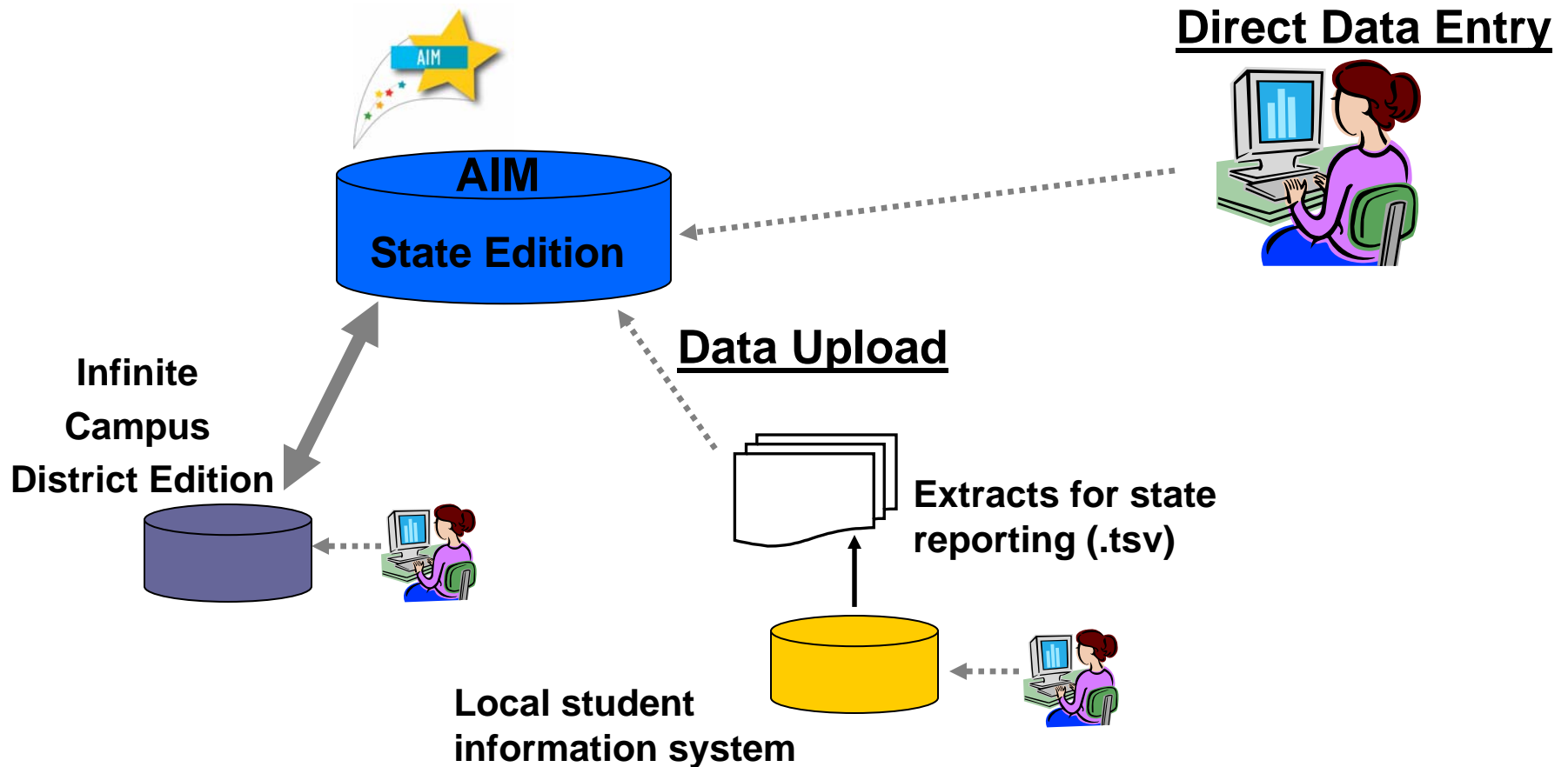
- Piloted in spring 2008

AIM Overview

- How do I
  - Enter student data?
  - Get a state ID?
  - Enroll a student?
  - Enter graduation data?
  - Add program participation data?
  - Change a student's name?
  - Set up files to upload data?
  - Pull an extract?
  - Create a filter?
  - Enter calendar information?
  - Get help?

Data Entry Process

Direct Data Entry

AIM
State Edition

Data Upload

Infinite
Campus
District Edition

Extracts for state reporting (.tsv)

Local student information system

Navigation

Navigation – Search Tab

Search by

- Last Name – Wayne

- Last initial – W,

- First name - , John

- Wildcard - %

Advanced Search

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search) You may search school-wide.

Student Search

Last Name	
First Name	
Student Number	
SSN	
Grade	
Birth Date	
Gender	
StateID	

Special Ed

Status	
Setting	
Disability	

Search

Saved Filters

- Data Check
  - OPI Filter Share
  - School Users
    - Active Enrollment
    - Attendance & Enrollment Status
    - Free/Reduced Meal Students
    - Special Ed Students
    - Title I Students

Search   Edit   Delete

OPI **Montana Office of Public Instruction**
Linda McCulloch Superintendent   www.opi.mt.gov

Navigation - Index Tab

Index tools are visible based on the permissions given to a user.

- •Student Information

- •Census

- •Ad Hoc Reporting

- •System Administration

- •MT State Reporting

Locate or Assign State ID

Student Locator

- Searches using SoundEx
- Multiple word names
- Male/Female
- Transfer from in-state
- Create New Student

Demographic Elements

- ## Student Name
  - ID assigned to legal name
  - Create new identity for other common use name
  - Nickname

- ## Race/Ethnicity
  - If parent does not declare, reliable observation of school staff

- ## Student Number
  - Locally assigned student ID, not required except on student demographic upload
  - Must be unique within district

Enrollment Window

Enrollment Details

- Enrolled in a calendar within a school
- General Enrollment Information
  - Start and End dates
    - are inclusive
  - Service Type
    - P Primary, S Partial, N Special Ed Services Only
  - No Show
    - Enter start and end date and mark in comments no show
  - Start Status Codes
- New Enrollment record
  - Change in grade level mid year
  - Withdrawal, and return

- End Status Codes
  - Promoted to another school
  - NCLB choice
  - State funded
  - ❖ Examples handout
- Dropout Reason
  - Required if End Status is 3##
  - Enter to best of knowledge
  - Use filter to verify counts
  - Standard report will be available soon

Kindergarten

- Grade levels
  - KF Full-time Kindergarten
    - A student enrolled for 720 plus aggregate hours generates 1 ANB
    - A student enrolled for 360-539 aggregate hours generates ½ ANB
  - KH Half-time Kindergarten
    - Student enrolled for 360-720 aggregate hours generates ½ ANB
  - Students may be enrolled as part-time in either program (or grade level)

Graduation Window

- Diploma Date
  - Date student receives diploma

- Diploma Type
  - Regular Diploma
  - Certificate of Completion
  - GED

- Diploma Period
  - Early graduate less than 7 semesters
  - Early graduate – 7 semesters
  - Four years or with IEP allowing longer
  - Graduated in more than four years

□ Graduation

Next Calendar		Next Grade	

Diploma Date	Diploma Type	Diploma Period

State Reporting Fields

- Aggregate Hours of Instruction
  - How to calculate
- Absent
  - Indicates if the student was present (0.00) or amount absent on the count date
  - Used in calculating attendance rate in AYP
- Title I Program
  - Program Type indicates program offered by school
  - At least one Instructional Service is required
- Free/Reduced Meal
  - Mark student eligibility as of the October count date, and Test Window count date
  - If no lunch program offered, leave blank
  - If provision 2 school, mark all students as free

State Reporting Fields

- Section 504
- LEP
  - Date Entered LEP is 1st Identified Date by that district
  - Language of Impact is the language other than English that influences their English language development
  - Title III
- Migrant
  - Entered by OPI Migrant Program staff, and validated against the New Generation System
- Immigrant and Date Immigrant Entered US School
- 21st Century
  - Check if student participates anytime during the school year
  - Check if student participated in summer program, prior to this current school year
    - Record any participation between June 1st and May 31st

State Reporting Fields

- Foreign Exchange

- Gifted and Talented
  - Students are being under reported
  - Program has a one time allocation of funds

- Homeless
  - If identified anytime during the year, do not "uncheck"
    - students are eligible for services for entire year
  - Night Time Residence
  - McKinney-Vento
    - Program ensures equal access to same free, appropriate public education
  - Unaccompanied Youth

Programs Tab

Job Corps Students

The district must have entered into an interlocal cooperative agreement with a Montana Job Corps Program accredited by the Northwest Association of Accredited Schools.

Requirements for ANB eligibility of Job Corps Students

- The student must be enrolled in a public school in the student's district of residence
- The credits taken at the Job Corps Program require approval by the resident school district and must meet the resident district's requirements for graduation at a school in the district

Armstrong , Lance
Grade: KG   #273558471   DOB: 09/18/2001   Gender: M

Summary	Enrollments	**Programs**	Assessment	Behavior

Save ✕ Delete 🗋 New

Program Participation Editor Note: one curriculum program allowed per student

Program	Start Date	End Date	User Warning
Job Corp	09/10/2007		

Program Participation Detail

*Program
JOBCORP: Job Corp ▾

*Start Date	End Date	Eligibility Start Date	Eligibility End Date
09/10/2007		09/10/2007	

Edit Student Records

- ## Index >Census >People

  - ## Demographic

    - ### Error in Name, Birth Date, Gender, Race

  - ## Identity

    - ### Legal Change in Name

      - Search returns previous or current name

Data Upload

- See document "AIM File Specifications v1.#" for complete specifications.

- File name

  Format: [legal entity #]_mmddyyyy.tsv
  Example: 9390_04012007.tsv

- The Header Record is the first line of the file

  Format:

    - Type of record – always "HD"
    - Date (MM/DD/YYYY)
    - Time (HH:MM:SS) Military Time
    - Version – "MT1.3"

  Example: HD   >   04/01/2007   >   11:00:00   >   MT1.3

Data File Upload cont.

Example

```
HD      04/20/2007      15:52:16        MT1.3
PP      9390    9399    1       Roberts Julia   614876951       1       F       Y       N       Y       TAS
PP      9390    9399    1       Gere    Richard 258712490       2       R       Y       N       Y       TAS
PP      9390    9399    1       Spears  Brittney        972728246       3       F       Y       N       Y
PP      9390    9399    1       Lopez   Jennifer        935720284       4       F       Y       N       Y
PP      9390    9399    1       Johanson        Scarlett        462234215       5       F       Y       N
PP      9390    9399    1       Cruise  Tom     566125930       6       F       Y       N       Y       TAS
PP      9390    9399    1       Smith   Will    592176400       7       F       Y       N       Y       TAS
PP      9390    9399    1       Hopkins Anthony 729554271       8       F       Y       N       Y       TAS
PP      9390    9399    1       Hepburn Audrey  179825318       9       F       Y       N       Y       TAS
PP      9390    9399    1       Martin  Steve   646781483       10      F       Y       N       Y       TAS
PP      9390    9399    1       CableGuy        Larry   978042570       11      R       N       N       N       Y
PP      9390    9399    1       Worthy  Jeff    992768589       12      R       N       N       Y       TAS
PP      9390    9399    1       Lane    Diane   198046447       13      R       N       N       Y       TAS
PP      9390    9399    1       Russell Kurt    785644940       14      R       N       N       Y       TAS
PP      9390    9399    1       Fanning Dakota  442501223       15      N       N       N       Y       TAS
PP      9390    9399    1       Wayne   John    958490639       16      N       N       N       Y       TAS
PP      9390    9399    1       Kostner Kevin   328380341       17      N       N       Y       Y       TAS
PP      9390    9399    1       Pfieffer        Michelle        182382568       18      N       N       N       Y
PP      9390    9399    1       Jolie   Angelina        234060428       19      N       N       Y       N
PP      9390    9399    1       Pitt    Brad    199365451       20      N       N       Y       N
PP      9390    9399    1       Sandler Adam    355894718       21      N       N       N       N
```

Data Upload cont.

Excel Tips

Format columns requiring zero padding

Highlight the column and right click. Select Format Cells. On the Number tab, click Custom. Enter 0#. Click OK.

Format columns requiring dates (mm/dd/yyyy)

Highlight the column and right click. Select Format Cells. On the Number tab, click Custom. Enter mm/dd/yyyy. Click OK.

Save as .tsv (tab delimited) file

From the File menu, click Save As. In the Save as type box, choose Text (Tab delimited) (*.txt). Enter your file name ####_mm/dd/yyyy.tsv. Choose save.

Show file extensions

Choose Control Panel, Folder Options. Click on the View tab. Uncheck the box next to Hide extensions for known file types. Click OK.

Data Upload cont.
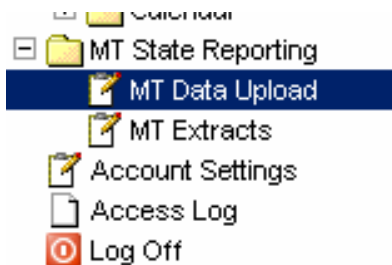
- Import one record type per upload
  - Do not combine SD and EN records
- Always validate and test files first
  - If receive errors, must go back to .tsv file (or Excel file) to correct, then re-test

Data Upload cont.

- In most cases, use "Load Partial File"

- Use "Load Complete File" **only** if you want to start from scratch and erase previously entered data

State Data Import

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File** - CAUTION Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

Help with Data Upload Files

- Use the Secure File Transfer Service through ePass Montana when sending files with student data to the AIM support staff at OPI.

- Directions for setting up an ePass account and accessing the Secure File Transfer Service are available at http://www.opi.mt.gov/PDF/ITProjects/AIM/Documents/Technical%20Documentation/FileTransferInstructions.pdf

Extracts

- ## Pulls the data from the AIM system
  - Begin a .tsv data file for uploading
  - Verify data entry
  - Compare

Ad Hoc Reporting

Ad Hoc: *concerned or dealing with a specific subject, purpose, or end*

- Filter Designer
  - Create new filter
  - Select the data element fields
  - Choose filter criteria
  - Save to User Account

- Data Export
  - Select saved filter
  - Choose format
  - Export

Student Information Reports

- ## Enrollment Overlap
  - List students who have a primary enrollment in more than one school

- ## Enrollment Status
  - Lists students' enrollment start date, start status, end date and end status by name and grade level
  - Very useful report

- ## Enrollment Summary
  - Provides a breakdown of enrollments grouped by school, grade, gender and race

- ## Test Results
  - Lists test results by student

System Administration

- Calendar
  - Number
  - Enter start and end dates
    - bookends
  - Testing Count Date
    - March 12, 2007
- Resources
  - District Information
  - School Information
    - Title I

AIM Contacts

- ## Questions on Data Elements
  - Nicole Weissman, Student Records Manager
    406-444-3495 hours M-F 7:15 to 4:00   nweissman@mt.gov
  - Jim Oberembt, Data Control Specialist
    406-444-0714 hours M-F 8:00 to 12:00   joberembt@mt.gov
  - Sara Loewen, AIM Unit Manager
    406-444-3494 hours M-F 8:00 to 5:00   sloewen@mt.gov
- ## Login and Password Information
  - OPI Help Desk 406-444-3448
- ## Technical Questions
  - Infinite Campus Help Desk 1-888-461-2004
- ## Other Questions
  - Dave Nagel, Project Manager
    444-1641

Thank You

The OPI recognizes the time and effort that school users have put into the statewide student information system, AIMed at improving our K-12 data collection and reporting. Your work has made this project successful.

Thank you!

OPI **Montana Office of Public Instruction**
Linda McCulloch Superintendent   www.opi.mt.gov